

## HSJCC Network Reporting Template

### Background

As per the Ministry of Health's reporting requirements, the Provincial, Regional and Local HSJCCs are required to report on their committee's activities twice a year through work planning and reporting.

Work planning assists HSJCCs in mapping out their planned activities for the year ahead. This keeps members well informed of what is happening at a Local, Regional and Provincial levels within the HSJCC Network. Annual reports demonstrate the key outcomes from the previous fiscal year and ensures transparency and accountability across the network. It is also a great way of highlighting the impact of our work and showcases the accomplishments of the HSJCC Network.

### HSJCC Information

<b>Name of Regional or Local HSJCC</b>	<b>Sudbury/Manitoulin District HSJCC</b>
<b>Chair/Co-Chair Names &amp; Contact Information</b>	<p><b>Kerri Chevrier (Co-Chair)</b>  <b>N'Swakamok Native Friendship Centre</b>  <a href="mailto:fcw@nfcsudbury.org">fcw@nfcsudbury.org</a>            705-674-2128</p> <p><b>Caitlin Germond (Co-Chair)</b>  <b>Canadian Mental Health Association – Sudbury/Manitoulin</b>  <a href="mailto:cgermond@cmha-sm.on.ca">cgermond@cmha-sm.on.ca</a>            705-675-7252 ext. 239</p>
<b>HSJCC Objectives</b>	<ul style="list-style-type: none"> <li>• To identify both service and service coordination gaps at the local level and make funding recommendations based on the needs and gaps identified</li> <li>• To establish a continuum of care delivery model through partnership agreements and protocols;</li> <li>• To coordinate and facilitate communication, joint problem-solving and planning efforts among health (including mental health and addictions), criminal justice, and developmental service, acquired brain injuries.</li> <li>• To develop creative local solutions to problems or issues through more effective service coordination as well support and initiate funding opportunities.</li> </ul>
<b>Name of Transfer Payment Agency &amp; Contact Information</b>	<p><b>Canadian Mental Health Association – Sudbury/Manitoulin</b>  <b>Caitlin Germond</b>  <a href="mailto:cgermond@cmha-sm.on.ca">cgermond@cmha-sm.on.ca</a>            705-675-7252 ext. 239</p>

<b>Total # of Funds Received from Regional Health Office</b>	<b>\$7,000.00</b>
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**List of Key Activities & Initiatives**

**I. Collaboration & Collaborative Care**

**II. Knowledge Translation & Exchange, Training and Professional Development**

**III. Direct Services**

**IV. Service and System Performances**

**V. Information Management**

<b>General Information for Activity I. Collaboration &amp; Collaborative Care</b>	
<b>Description</b>	Maintain current strong membership at District HSJCC meetings and engage with new community partners when they have been identified
<b>Objectives and Key Deliverables</b>	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• Re-engage with community partners and recruit new members to strengthen the quality of collaboration and communication between participants</li> <li>• Identify service and service coordination gaps at the local level, evaluate, discuss and implement solutions</li> <li>• Regularly review District HSJCC budgetary allocations</li> <li>• Enhance and strengthen the engagement of People With Lived Experience across the Sudbury/Manitoulin District</li> </ul> <p><b>Key Deliverables</b></p> <ul style="list-style-type: none"> <li>• Bi-monthly meetings with HSJCC partners using a hybrid in-person/virtual method as feasible</li> <li>• Maintain high attendance rates at each meeting (~70% of members in attendance)</li> <li>• Develop a recruitment and committee orientation plan to be reviewed, approved and implemented by committee</li> <li>• Fill 1 vacant position of member with lived experience</li> <li>• Add budget review as a standing item to all bimonthly meetings</li> <li>• Review, identify and implement 2 best practices identified in the P-HSJCC's <i>Guidelines for Enhancing the Engagement of People with Lived Experience Across the HSJCC Network</i></li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$2,000.00</b>
<b>Status Update as of March 31, 2023</b>	<b>Completed/Ongoing</b>

<b>(Completed, Delayed, On Hold)</b>	
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• Held five District Meetings</li> <li>• Updated Terms of Reference and discussed committee decision-making/voting</li> <li>• Welcomed two new members from Manitoulin-based agencies to the committee</li> <li>• Created and tested an online District Portal to simplify distribution of meeting information - will add to 2023-24 workplan for ongoing improvement.</li> </ul>
<b>Budget Used by March 31, 2023</b>	<b>\$3,500.00</b>

<b>General Information for Activity II. Knowledge Translation &amp; Exchange, Training and Professional Development</b>	
<b>Description</b>	Promote educational opportunities to HJSCC committee members and to the Sudbury/ Manitoulin community.
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Identify local issues, trends, new initiatives, gaps, overlaps and inconsistencies in the community.</li> <li>• Increased knowledge of systemic changes and any new or innovative practices in the region</li> <li>• Increased opportunities for local agency professional development activities</li> <li>• Improved service and service collaboration in our area.</li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Schedule 3 guest speakers at District HSJCC meetings.</li> <li>• Circulate 100% of local educational opportunities presented by members via email.</li> <li>• Explore and assess interest/topics for a district-wide education day/forum</li> <li>• Support local agencies in hosting/attending professional development activities and develop a report-back procedure</li> <li>• Develop &amp; implement a standard reporting process on District HSJCC activities to NE Regional HSJCC table</li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$2,000.00</b>
<b>Status Update as of March 31, 2023</b>  <b>(Completed, Delayed, On Hold)</b>	<b>Completed/Ongoing</b>
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• Three presentations (District HSJCC Portal, NNFC</li> </ul>

	<p>Mental Health peer Coordinator, Future North)</p> <ul style="list-style-type: none"> <li>Decision to direct members to P-HSJCC website for educational opportunities and webinars to reduce email traffic.</li> <li>Regular round-table updates at district meetings; discussion on local programs and initiatives</li> </ul>
<b>Budget Used by March 31, 2023</b>	<b>\$1,375.00</b>

<b>General Information for Activity III. Direct Service</b>	
<b>Description</b>	Strengthen community partnerships and guide and support direct service initiatives.
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Maintain and improve service delivery to individuals accessing supports in the Sudbury/Manitoulin District</li> <li>Maintain and improve service delivery with Community Wellness Court</li> <li>Continue preliminary discussions on district level projects to improve court system (i.e. Drug Treatment court, ABI court support, etc.)</li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>Lead a needs assessment to identify key areas in which direct service delivery initiatives could be improved</li> <li>Support the re-implementation of Quarterly Community Wellness Court meetings with Judge, Crown Attorney, CMHA, SCSC, Duty Counsel and other agencies as appropriate</li> <li>Support Court Service Provider's meetings in the district and review requests for educational opportunities</li> <li>Develop a mechanism/request process to support committee decision-making for a discretionary fund request</li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$2,000.00</b>
<b>Status Update as of March 31, 2023</b>  <b>(Completed, Delayed, On Hold)</b>	<b>Completed/Ongoing</b>
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>Supported the purchase of bus passes to distribute across HSJCC partner agencies.</li> <li>Supported the purchase of cell phones, minutes and SIM cards to support individuals in accessing services</li> <li>Completed a letter of support for a proposed Indigenous</li> </ul>

	Peoples Court in the Sudbury area; submitted to Crown's office
<b>Budget Used by March 31, 2023</b>	<b>\$2,125.00</b>

<b>General Information for Activity V. Service and System performance, Monitoring and Evaluation</b>	
<b>Description</b>	Collect metrics to measure quality of services provided in the district and identify areas of improvement.
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Collect key metrics to evaluate local program performance</li> <li>• Identify service gaps, develop strategies and create proposals or improved service delivery</li> </ul> <p><b>Key Deliverables</b></p> <ul style="list-style-type: none"> <li>• Collaborate with member agencies to identify what metrics are collected and what key data should be reported to the District HSJCC</li> <li>• Design and implement a data reporting template</li> <li>• Identify and connect with local committees/groups that may already collect area-specific general data (ex. local situation tables). Identify how and if this data can be used to identify district trends.</li> <li>• Review existing data and identify service gaps and successes</li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$500.00</b>
<b>Status Update as of March 31, 2023</b>  (Completed, Delayed, On Hold)	<b>On hold</b>
<b>Key Outcomes</b>	
<b>Budget Used by March 31, 2023</b>	<b>\$0.00 – reallocated to Activity III.</b>

<b>General Information for Activity VI. Information Management</b>	
<b>Description</b>	Activities related to the management of mental health and addiction service system information, including personal client information.
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Improve the information management process at the District HSJCC level</li> <li>• Improve reporting to NE Regional HSJCC</li> </ul>

	<p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Identify what information is currently being shared at the District HSJCC versus what information would be most useful</li> <li>• Standardize the information sharing process</li> <li>• Develop a process to report at both District and regional HSJCC levels</li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$500.00</b>
<b>Status Update as of March 31, 2023  (Completed, Delayed, On Hold)</b>	
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• Identified existing data collection venues (situation tables, local data set created by Sudbury District Restorative Justice).</li> <li>• Discussed feasibility and need for data/information at HSJCC level; deferred activity at this time</li> <li>• Discussed combining Activity V and VI in next workplan.</li> </ul>
<b>Budget Used by March 31, 2023</b>	<b>\$0.00 – reallocated to Activity III.</b>